

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION**

319

WORKPLACE SAFETY

Supersedes: AR 319 (Temporary, 05/02/10)

Effective Date: 08/13/10

AUTHORITY: NRS 199.300, 200.571, 200.575, 201.255, 202.840, 203.119, 207.180, 209.131, 618.353, 618.375, NAC 284.650, 618.540, SAM 0521.0

RESPONSIBILITY

Department employees are responsible to have knowledge of and comply with this regulation.

319.01 TRAINING

1. At time of new hire appointment new employees must sign an acknowledgement of receipt of the pamphlet, *Nevada Workplace Safety*, and must acknowledge viewing the safety video, *Workplace Safety: Your Rights and Responsibilities*.

A. The signed acknowledgement form will be placed in the Department personnel file.

2. The Department Staff/designee shall present topics on workplace safety during Pre-Service Training (PST).

3. The Department Staff/designee shall present topics on workplace safety in refresher training every 2 years or as required.

A. Employees are required to sign an acknowledgement form indicating they received this training.

B. The signed acknowledgement form will be placed in the employee's training file.

4. All proposed safety and health training programs and material shall be submitted to the Department Safety Coordinator 3 (compliance enforcement supervisor) for review and approval prior to implementation.

5. Safety responsibilities must be included in work performance standards.

319.02 SAFETY RULES

1. Employees are expected to follow safe practices and cooperate with the safety committees.
2. All rules and procedures as identified by the Department or the Occupational Safety and Health Administration (OSHA) are to be followed:
3. All work-related injuries and illnesses are to be reported as outlined in AR 329.
4. Safety hazards are to be reported immediately through the chain of command.
 - A. Supervisors shall enforce safety rules.
 - B. Supervisors shall maintain a safe and healthy work environment by identifying and controlling unsafe work practices and procedures.
 - C. Supervisors are required to forward a copy of all workers' compensation documents to the loss control coordinator, the insurer and the institution's workers' compensation liaison per AR 329.
5. The Department shall furnish proper and safe tools and equipment to include any personal protective equipment necessary.
6. Supervisors shall immediately investigate all reported accidents and injuries in accordance with AR 329.
7. Employees are encouraged to submit suggestions or comments regarding the workplace safety program through any safety committee member.

319.03 SAFETY COMMITTEES – CENTRAL OFFICE

1. The Department shall establish a safety committee at the central administration offices to develop and implement the statewide safety program. The safety committee will have a minimum of four members and will include at least one elected employee representative.
2. Members of the Safety Committee should include:
 - A. One representative from each functional area, such as accounting, fiscal services, offender management, medical, purchasing, personnel, inmate services, and at least one employee representative who is elected by the employees.
 - B. Each employee representative will serve a minimum term of one-year not to exceed a maximum of three years.

3. Elections should be announced and conducted at each location.
 - A. A notice of vacancy/election shall be posted in an area accessible to all employees as committee vacancies occur.
 - B. The notice shall include the purpose and duties of the committee and the frequency of meetings.
 - C. Employees interested in serving on the committee should submit their names, through their chain of command.
 - D. The election shall be by ballot distributed to all employees.
4. Duties of the Safety Committee in central office should include:
 - A. Monitor all safety teams and provide guidance, information and assistance.
 - B. Oversee the identification and assessment of training needs, perform inspections, and audit the overall workplace violence program.
 - C. Identify patterns that may indicate causes and severity of safety incidents and identify changes necessary to correct these hazards.
 - D. Ensure that appropriate staff is trained to respond to and investigate reported accidents and hazards.
 - E. Make arrangements for, and provide updated training as necessary.
 - F. Ensure that all required safety posters and information are posted in a place accessible to all employees.
 - G. Review safety reports and make recommendations to management based upon those reviews.
 - H. Ensure the safety committee's records are kept and a copy provided to the compliance enforcement supervisor.
5. Safety meetings shall be held on a quarterly basis.
 - A. Additional meetings may be scheduled as deemed necessary.
 - B. Minutes shall be taken at all meetings.
 - C. Minutes of the meetings shall be maintained by the chairperson for at least three years.

- D. A copy of the minutes shall be forwarded to the compliance enforcement supervisor.
- 6. Members of the safety committees should be compensated as if they are engaged in their usual work activities whether attending meetings, conducting authorized inspections, or any other committee related activity. Committee related activities should be conducted during regular working hours, unless otherwise approved by the Warden and Compliance Enforcement Supervisor; or Department head and Compliance Enforcement Supervisor.

319.04 SAFETY COMMITTEES – INSTITUTIONS

- 1. The Warden shall establish a safety committee for their institution and related facilities.
- 2. Members of the safety committee should include:
 - A. An Associate Warden, who shall serve as chairperson.
 - B. One representative from each functional area, such as food services, custody, maintenance, and at least one employee representative who is elected by the employees.
 - C. Each facility that falls under an institution shall have one representative.
 - D. Each employee representative will serve a minimum term of one-year and not to exceed three years.
- 3. Elections should be announced and conducted at each location.
 - A. A notice of vacancy/election shall be posted in an area accessible to all employees.
 - B. The notice shall include the purpose and duties of the committee and the frequency of the meetings.
 - C. Employees interested in serving on the committee should submit their name through their chain of command.
 - D. The election shall be by ballot. The ballots shall be distributed to all employees.
- 4. Duties of the safety committee should include:
 - A. Assess the vulnerability of workplace safety based upon incident reports.
 - B. Coordinate and recommend preventive actions to the Warden.
 - C. Identify and assess training needs, perform inspections, respond to and analyze reported incidents and audit the institution's workplace safety program.


- D. Review safety incidents from institution, camp or facility associated with institution.
 - E. Analyze and review existing records identifying patterns that may indicate causes and severity of safety incidents; recommend changes necessary to mitigate hazards.
 - F. Conduct or assist with safety inspections to determine underlying causes of incidents or hazards and assist in developing preventive measures.
 - G. Support a safe and healthy work environment by identifying and controlling unsafe working conditions, practices and procedures.
 - H. Alert management to the need for proper tools, equipment, and safety mechanisms.
 - I. Make scheduled safety checks and forward reports to the compliance enforcement supervisor.
 - J. Ensure that all required safety posters and information are posted in a place accessible to all employees.
 - K. Communicate safety concerns of employees to management.
 - L. Communicate unresolved safety issues and hazards to the compliance enforcement supervisor.
5. Safety meetings shall be held on a quarterly basis.
- A. Additional meetings may be scheduled as deemed necessary.
 - B. Minutes shall be taken at all meetings.
 - C. Minutes of the meetings shall be maintained by the chairperson for at least three years.
 - D. A copy of the minutes shall be forwarded to the compliance enforcement supervisor.
6. Members of the safety committees should be compensated as if they are engaged in their usual work activities whether attending meetings, conducting authorized inspections, or any other committee related activity. Committee related activities should be conducted during regular working hours, unless otherwise approved by the Warden and Compliance Enforcement Supervisor; or Department head and Compliance Enforcement Supervisor.

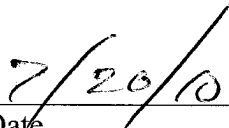
APPLICABILITY

- 1. This AR requires an operational procedure.
- 2. This AR requires an audit.

REFERENCES

SAM section 0521(8), CFR 29.1910, OSHA


Howard Skolnik, Director


Date